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OTR SERVICES FOR THE INSTRUCTOR

OTR SUPPORT STAFF

Visual aids (films only)

- production of training films/slides
- procurement/storage of commercial/government films
- projection facilities of all types

Audio aids

- tape recordings of lectures
- procurement/storage of tapes
- audio facilities of all types

Closed circuit TV

Graphics

- advisement as to types
- production of all types

Reproduction facilities

Channels for obtaining guest speakers (from outside Agency)--
security approval

Intellofax runs

OTR REGISTRAR STAFF

Training publications

- editorial assistance
- control of dissemination

Internal training

- schedules
- admissions
 - prerequisites
- accreditation
- evaluation forms--dissemination
- records
 - reports required

External training

- catalogues
- approved facilities and programs
- procedures and criteria for applying

Component training (accreditation of courses reports)

OTR Training Officer

- briefing new OTR personnel
- briefing of Training Officers

OTR LIBRARY (an OCR Branch Library)*

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Circulation
loans--inter-library loans

Selection and Acquisitions
Training Branch Library Book Collection
OTR Book Acquisition

OTR support
[REDACTED]--JOT--Document scanning and distribution

25X1A6a

Special Research Aids Available
NIS collection
OCI handbooks
New York Times
Government documents file
USIB document file
Book and periodical indexes

*See also the LAS Library for language and area publications.

OTR PLANS AND POLICY STAFF

Educational Specialist

Consultation on all aspects of training including:
Audio-visual education
Course and curricula planning and organization
Instructional methods and techniques
Student, instructor, and course training materials
Evaluation of student and instructor effectiveness
Evaluation of course effectiveness
Monitoring of training courses with suggestions for improvement

Education Committee

Training problems common to all or most OTR schools and programs

Liaison with other Agency components

Policy and planning guidance

Staff studies and surveys as a function and guide to planning

OTR ASSESSMENT AND EVALUATION STAFF

Testing capabilities--batteries

Assessment of individuals

job assignments
criterion to enter training courses

Psychological services

Consultation on evaluation and testing methods and procedures

Test and assessment evaluation

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LIAISON OUTSIDE OTR

Close coordination, cooperation, and liaison by instructors within the several schools and faculties of OTR are, of course, encouraged. In addition to personal, individual contacts, the various staff meetings, the OTR Education Committee, etc. are intended to further this internal exchange of ideas, plans, and experience. Personal liaison outside of OTR is another matter, however, which deserves special attention. For your information, formal liaison is conducted:

- a. by the DTR, by his attendance at various senior, staff meetings, such as those of the DD/S and DD/P;
- b. by the DTR, DDTR, C/OS, or C/PPS with the DD/P Training Officer;
- c. by PPS with the Executive Assistant to the DD/S and attendance at the DD/S training officers' meetings;
- d. by C/OS or the OTR Registrar by attending the DD/P training officers' meetings, etc.

In addition, there are continuing, ad hoc, "formal", meetings by various OTR officers with other CIA components, DD/I, DD/P, and DD/S, and occasionally with State Department or Armed Services officials, usually to discuss training requirements. Also, the LAS initiated and now regularly attends periodic, round-table discussions of mutual area and language training problems with representatives of other agencies and departments.

As individual instructors, you are encouraged to maintain your contacts in other components of CIA; however, if you utilize these contacts to discuss your official, training business, be sure to keep your School (or Staff) Chief informed. And either you or he will in turn see to it that the Director of Training, or his Deputy, is kept appropriately advised of significant new developments affecting the training responsibility, which relate to new requirements, or which involve commitments for training support. Obviously, you will not accept any new commitment without clearance with your supervisor. The Weekly Activity Report to the DTR is the School (and Faculty) Chief's routine means of keeping the DTR currently informed. These reports also are read, on an Eyes Only basis, by PPS. Excerpts taken from them are forwarded to the DD/S and to the DD/P Training Officer, as appropriate, by the DTR or C/PPS.

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